

Additional Information for completing the time study:

Question: What portion of an employee's cost/time could be billed to Medicaid Admin Match?

Answer: You cannot claim for that portion of an employee's costs/time that is federally funded. Local match can be from state or local funds not used as match under another program. However, **record on the time study ALL (100%) of the employees time worked/paid.** When the system calculates the costs, that portion/percentage of their funding which is restricted [federal] funding will be subtracted from the total costs to arrive at the allowable costs.

You will be asked in February to verify the percentages for your district's employees. You will most likely find this information from payroll. If you or your business office staff have questions about identifying funding sources for employees, talk with Ross Bunda of OSPI.

Caution: if an employee works assigned hours under a federal program, the time spent cannot be used for ad match. Should an employee conduct ad match activities during an assigned time under a federal program, record the time under the appropriate code for the non-Medicaid activities or code 3 educational, whichever best represents the activity.

If you have more questions about the time study, please go to page 11 or "Frequently Asked Questions" on this webpage.